



Office of Energy Programs (OEP)
State Energy Office / State Facility Utility Management
Energy Consultant

Starting Salary Range: \$60,000 - \$75,000

About the Tennessee Department of Environment and Conservation (TDEC)

The Department exists to enhance the quality of life for citizens of Tennessee and to be stewards of our natural environment by:

- Protecting and promoting human health and safety;
- Protecting and improving the quality of Tennessee's land, air, and water;
- Conserving and promoting natural, cultural and historic resources; and
- Providing a variety of quality outdoor recreational experiences.

TDEC has approximately 2,900 employees working across Tennessee supported by a total budget of more than \$400 million with funding from fees for services, state parks revenue, federal sources, and the state general fund. TDEC is the chief environmental and natural resource regulatory agency in Tennessee with delegated responsibility from the U.S. Environmental Protection Agency to regulate sources of air pollution, radiological health issues, solid and hazardous waste, underground storage tanks, water and groundwater pollution, and water supply. TDEC has a central office in Nashville and eight (8) regional offices across the state serving as the primary point of contact for their respective regions.

About the Office of Energy Programs (OEP)

TDEC OEP provides education, outreach, technical assistance, and/or funding and financing opportunities for the following:

- energy efficiency and conservation;
- renewable energy;
- utility data management;
- energy assurance and resiliency; and
- sustainable transportation and alternative fuels.

OEP is comprised of two sections: the Governor-designated State Energy Office (SEO) and the State Facility Utility Management Section (SFUM). Through its activities, OEP promotes the efficient, effective use of energy to enhance the environmental and economic health of the state.

SFUM oversees various statutory responsibilities related to utility data and energy management for State facilities (Tenn. Code Ann. §§ 4-3-1012 and 4-3-1017-1019). SFUM also oversees EmPower TN, a strategy to reduce energy consumption and costs across State-owned and managed facilities. The initiative includes a portfolio of energy efficiency projects (\$37.5 million budget) in varying stages of development and implementation and the implementation of a Utility Data Management (UDM) system and related metering infrastructure (\$6.2 million budget) to manage the State's utility bills and identify future opportunities. The UDM project encompasses over 8200

utility meters and accounts from over 349 different utility providers.

Summary of Position

This Executive Service position is located in the TDEC's Central Office in Nashville and reports to the SFUM Manager. The selected candidate will assist the SFUM team with the implementation of a utility data and energy management program for State facilities, with a particular focus on the management of stakeholder relationships and the delivery of technical assistance and training opportunities. This position will support ongoing benchmarking, data analysis, project identification, strategic energy management planning, and annual reporting of utility costs, usage, and savings related to capital projects or operational programs. Work requires familiarity with various energy management methodologies and techniques, as well as energy conservation measures. The Energy Consultant may also assist with and execute special projects as requested by the OEP Assistant Commissioner.

Principal Duties and Responsibilities

- Assist with UDM Quality Control (QC) measures, including validation of platform data against end-user utility cost & consumption data, which will be represented in a wide variety of formats; manipulation of large data sets in excel, with quick turnaround required.
- Support SFUM functions by analyzing utility data to establish benchmarks and baselines; identify key performance indicators (KPIs) and energy conservation measures (ECMs); generate dashboards, recommendations, and reports.
- Support the development and implementation of a plan for stakeholder outreach, end-user training, and communication of new policies related to the utilization of the UDM by general government agencies and higher education institutions.
- Assist with the creation of a formalized energy liaison program per State Building Energy Management Statutes.
- Collaborate with SFUM team with metering and sub-metering needs analysis for State-owned and managed facilities.
- Provide on-site and remote UDM technical assistance.
- Create or revise Strategic Energy Management Plans, Energy Management Policies and other Energy Management Procedures, taking into consideration compatibility and compliance with building principles, standards, codes and design needs.

Knowledge, Skills and Abilities

- Demonstrated ability to function as an energy consultant in a highly demanding work environment and to work effectively in a collaborative team setting.
- Knowledgeable and fluent in various procurement methods, specifically, request for proposals (RFP), request for information (RFI), and request for qualifications (RFQ).
- Possesses strong research and keen analytical skills that support operational and strategic decision-making.
- Exceptional oral, written, and presentation skills and the ability to effectively and concisely translate complex energy-related financial and non-financial concepts and results to individuals at all levels and backgrounds.
- Attention to detail with the ability to think like the end-user of the UDM system.

- Ability to facilitate effective brainstorming; can create competitive and breakthrough strategies and plans anticipating future consequences and trends.
- Dedicated to meeting expectations and requirements of internal and external customers. Establishes and maintains effective and cooperative relationships, earning trust and respect.
- Possess or have the ability to acquire knowledge of demand side energy management and building systems to include HVAC, electrical, lighting, plumbing, and building envelope.
- Familiar with Google Drive and team document syncing and collaboration.

Education / Experience

Applicants must possess a Bachelors' degree in a related field such as engineering, architecture, building science, environmental science, business, or accounting, as well as a minimum of five years of increasing responsibility implementing and/or managing utility, energy efficiency, renewable energy, and/or energy management programs or projects. Other degrees will be considered that support the requirements of the position. Certified Energy Manager (CEM), Business Energy Professional (BEP), or Professional Energy Manager (PEM), preferred.

All interested candidates should submit via email a resume, cover letter, and writing sample (e.g., data-focused strategy or planning proposals; strategic energy management plans or reports) to Beth Smith, Director of Talent Management at (TDEC.Careers@tn.gov). The position will remain posted until December 30, 2018. Questions regarding the position should be sent to TDEC.Careers@tn.gov.

Beth Smith, Talent Management Director

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TDEC is an AA/EEO/ADA employer.